



## Undergraduate Medical Education Committee

**APPROVED**

**Friday, June 14, 2019**

**Room G801E**

**Health Sciences Centre**

**Attendees:** Drs. Adam Bass, Heather Baxter, Ellen Burgess, Kevin Busche (Interim Chair), Janeve Desy, Karen Fruetel, Carol Hutchison, Martina Kelly, Ms. Karen Chadbolt, Ms. Tabitha Hawes, Ms. Shannon Leskosky, Mr. William Kennedy, Mr. Arjun Maini, Ms. Kerri Martin, Mr. Mike Paget, Ms. Jane McNeill (minutes)

**Regrets:** Drs. Walla Al-Hertani, Luc Berthiaume, Sylvain Coderre (chair), Ron Cusano, Aliya Kassam, Charles Leduc, Kevin McLaughlin, Chris Mody, Pam Veale, Richard Walker, Ms. Kate Brockman

**Guests:** Mr. George Mulvey, Sue-Ann Facchini

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### 1. Introductions

All UMEC members and guests introduced themselves. Dr. Busche explained that he was chairing today's UMEC meeting as Dr. Coderre could not be present.

### 2. Approval of Consent Agenda and Minutes

**Dr. Kevin Busche**

The June 14, 2019 UMEC Consent Agenda and the April 5, 2019 UMEC Minutes were approved.

### 3. Report from Students:

**Class of 2021:** Ms. T. Hawes reported that the Class of 2021 will be finished Course 4 shortly. She also explained that students are a little stressed regarding the impending Clerkship Rotation Order. Mr. Paget reported that the Clerkship Rotation Order will be released to the class of 2021 on June 25<sup>th</sup>. Mr. Maini explained that students from the Class of 2021 are getting prepared to choose Clerkship Electives and that students from his class are feeling a little confused and under supported with this process. Dr. Busche asked Ms. Hawes and Mr. Maini if there were specific things that the UME could do so that students would feel less under supported. Ms. Hawes explained that the recent "Clerkship Elective Information" session was beneficial for students as it informed them as to who they should speak with regarding selecting Clerkship Electives. Dr. Busche informed the committee that a Clerkship Elective Feedback Survey will be released to the Class of 2021 in hopes that constructive feedback will improve the education session on Clerkship Electives for future classes.

**Class of 2020:** Mr. W. Kennedy brought up the topic of *Shadowing in Clerkship* {item under New Business (b)}. Mr. Kennedy reported that over the past four months, several clerkship students recognized that according to our Shadowing Policy, Clerkship students are not allowed to shadow. Mr. Kennedy reached out to the UME leadership regarding student concerns over the Shadowing Policy and reported the feedback from the UME leadership back to the students. The document "Extra-curricular Clinical Involvement During Clerkship" was circulated to UMEC members (student opinions regarding clerkship shadowing compiled to present at UMEC). Dr. Busche summarized that on behalf of

himself, Drs. Coderre and Veale the idea of changing the shadowing policy for Clerkship would be a mistake for the following reasons: a) student wellness (students often state that they feel overwhelmed by being busy in clerkship), b) shadowing would not be a meaningful clinical exposure in Clerkship as it is purely an observational experience. Our agreement between the University and AHS is that shadowing is observational only, and students have liability coverage only if they are not participating in patient care. Therefore, if a clerk were to shadow in a clinical environment where he/she had previously worked as a clerk, it could be detrimental for their reference letter (since the student could not interact directly with the patient during shadowing). c) Preceptor burn-out is also a concern. Dr. Busche explained that preceptors are going to be seeing a larger number of students over the coming year with programs such as Career Exploration Program in Pre-Clerkship, Family Medicine Clinical Experience, etc). d) Patient care is also a consideration since shadowing students do not provide hands-on care to the patients. Mr. Kennedy reported that some students have suggested that they will shadow in Clerkship regardless of the Shadowing Policy. Dr. Busche stated that he will be communicating to all Clerkship Directors to make it very clear that if Clerkship students ask to shadow outside of the rules that are set, that they are putting the patient, preceptor and themselves at risk and could be deemed unprofessional. It was also noted that students are not members or covered by the Canadian Medical Protective Association, that students are covered by Alberta Health Services. Mr. Kennedy asked “where do we define shadowing versus extra curricular time”, Dr. Busche explained that each clerkship rotation is a different course (participation in that activity is within the domain agreement of that course) and that students participating in a numbered course within the program have a different liability coverage and WCB coverage.

Dr. Hutchison requested that there should be further discussion in the future with regard to the Shadowing Policy. She requested that if the Shadowing Policy remains the same that the Associate Dean of the UME should meet with the Associate Dean of PGME and make our Shadowing Policy clear to all preceptors since Emergency Medicine, Plastic Surgery, ENT, Radiology and Pediatric Neurology are all specialties that have been reported by students as asking clerks to do shadowing time. She asked that we keep in mind that our students are competing in the CaRMS match with other students across the country that are allowed to shadow. Dr. Busche stated that he will put Clerkship Shadowing on the Clerkship Committee Agenda, as well, he will send an email to Dr. Lisa Welikovitch of PGME to start a conversation.

**Motion:** Be it resolved that clerkship students are allowed to be engaged in shadowing activities outside of their current core block.

**Motion:** Mr. W. Kennedy

**Seconded:** Mr. A. Maini

**3 votes in favor, 5 votes opposed – Motion Defeated (to be carried forward to the Clerkship Committee)**

#### **4. Associate Dean’s Report**

Dr. Busche reported that there is a great deal of turnover in UME at present. He reported that Dr. Sylvain’s Coderre’s term as Associate Dean is over and he is being replaced by Dr. Chris Naugler. As well, Drs. Pam Veale and Kevin McLaughlin are also finishing their time as Assistant Deans. Dr. Busche is moving from pre-clerkship to clerkship. Dr. Busche reported that there may be a bit of a delay in filling the two Assistant Dean roles because Dr. Meddings is currently engaged in negotiations with the union (TUCFA) trying to allow a broader group of applicants (removing the GFT qualification requirement). Dr. Busche reported that Dr. Ian Walker is leaving Admissions and being replaced by Dr. Remo Panaccione as Director of Admissions and Dr. Rabiya Jalil is the Associate Director. Dr. Heather Baxter is leaving her role as Director of Master Teachers and being replaced by Dr. Melinda Davis. Dr. Laurie-Ann Baker is leaving the role as Chair of Pre-Clerkship and Clerkship Electives, Dr. Dan Miller is leaving the role of Co-Course Chair of Course III, Dr. Peter Lewkonja is leaving the role of Course Chair of Course II, Dr. Dawn Goodyear is leaving her role as Co-Course Chair of Course I, Dr. Tony Chad is leaving the role of Unit Chair of Procedural Skills, Dr. Luc Berthiaume is leaving the role of Unit Chair of Physical Exam, Drs. Heather Jamniczky and Wendy Tink are each going on a one year sabbatical. Dr. Busche reported that due to the large change in UME faculty, the Internal Accreditation that was supposed to take place in 2020 will be on hold at the present time, hopefully to include a site visit in early 2021.

#### **5. New Business:**

### **a) ATSSL**

Dr. Busche introduced our guest, Mr. George Mulvey, Manager of the ATSSL (Technical Skills Assimilation Lab). Mr. Mulvey gave a brief background of the ATSSL. He stated that in 2014, the AHS and Cumming School of Medicine supported the ATSSL; however, since March, 2019 the lab now stands alone. Mr. Mulvey referred to page 5 of the Power Point Presentation entitled 2018-2019 ATSSL – UMEC (attached) referring to a pie graph illustrating the growth in the percentages of sessions by programs using the ATSSL. Mr. Mulvey requested that all academic bookings for the next academic year for the ATSSL be submitted by January 31<sup>st</sup>. As well, if the curriculum changes (either involving new simulation teaching or other teaching requiring the ATSSL), a representative of the UME speak with a member of the ATSSL first to allow for an assessment of the impact of the change in ATSSL. In all situations, a request to submit the booking 90 days in advance of the booking date. As well, the simulation scenarios are to be booked no less than six weeks in advance (slide 6). Ms. S. Leskosky also added that the ATSSL requires that a great deal of the equipment needs to be replaced and there is no funding; as well, there is a lack of funding for the human resource component. Ms. Facchini noted that when small groups of students request to use the simulators and task trainers most times they are not available because the equipment is needed for curriculum (the demand for equipment is huge and it is important to prioritize). Ms. Facchini asked our student representatives to pass this information on to their classes. As well, Dr. Busche requested that the student representatives take the message back to the CMSA (a great way to communicate to student interest groups). Mr. Mulvey also noted that a great deal of time is used to set up labs and often times very few students show up for the labs until three or four days before the peripatetic exam takes place. Mr. Mulvey reported that the ATSSL is paying staff to set up labs on Saturday/Sunday and it is discouraging when very few students show up. Mr. Maini and Ms. Hawes felt that they could encourage students to attend labs at the ATSSL at better times. Dr. Busche noted that there will be changes with the implementation of the new Anatomy Course. Mr. Paget gave a shout out to Mr. Mulvey stating that he is doing a wonderful job as manager.

### **b. Shadowing Policy**

Please see Student Report (class of 2020)

### **c. Career Exploration**

Dr. Busche reported that Dr. Melinda Davis is working on an exciting new project called Career Exploration Curriculum. He explained that it is a process that is designed to try and answer some frustration from the students in helping them with career exploration and counselling as well as understanding at an earlier stage the CaRMS process for the residency application process. Dr. Busche explained that Dr. Davis has arranged to alter the students' schedules with sessions that already exist by moving the sessions earlier in the school year. As well, Dr. Davis is in the process of recruiting Career Coaches (Faculty). Many emails have been sent out to Faculty with an overwhelming positive response. Career Coaches will be given faculty development around coaching students, asking students to think about what their values are and helping them make early decisions before they start choosing Preclerkship Electives. Dr. Busche explained that Dr. Davis is initially recruiting for coaches then will be recruiting for preceptors for directed clinical experience. Dr. Busche commented that this is an exciting way for our students to make decisions. A handout is attached.

### **d. Year 2 Timetable**

Dr. Busche explained that Ms. T. Hawes and Mr. A. Maini approached him with an idea of swapping the order of the sessions in the proposed Year 2 timetable (class of 2021). Dr. Busche reviewed the order of sessions within the current Year 2 Timetable, than reviewed the new order (see attached – Class of 2021 – Year 2 Timetable (MOCK UP OF PROPOSED CHANGES)). Dr. Busche explained that the new timetable would offer a few benefits: 1) Students would participate in their Summer Electives before having to choose their Clerkship Electives. 2) Breaks are more evenly spaced therefore benefitting student wellness. The new timetable would also have potential negatives, such as: 1) There

would be an overlap of three classes working in the clinical environment at the same time. 2) It would push Course IV back to the beginning of July. 3) There would be some content changes in both the ICP and Integrative courses. Discussion ensued with regard to different options of moving sessions around. Dr. Busche commented that a little more time would have to be spent on the Year 2 Timetable, with the greatest concern emerging being that of capacity for three classes (two clerkship, one pre-clerkship) all in clinical work at the same time

**e. UMEC TOR**

Dr. Busche reviewed the UMEC TOR, he informed members that Drs. Ian Walker and James Fewell will begin their terms as Faculty Representatives, with Dr. Dan Miller being the alternate for all Faculty Representatives, beginning September, 2019. Please note that Dr. Janeve Desy the Director, Student Evaluation Committee (she was accidentally removed from the TOR when it was presented at UMEC on June 14th).

**f. Approval of Policies**

- i) **Request for Different Assignment Policy** – Dr. Busche explained that the revision to this policy is with regard to UCLIC (paragraph 2a). Dr. Busche explained that Dr. R. Ram (Chair of the UCLIC program) was concerned that students were trying to unduly influence the process of what site the student would be placed. Dr. Busche expressed the importance of maintaining a student presence at the sites in the UCLIC program. If a student is found to misrepresent their interest in going or not going to a site, that would be brought to the attention of the Associate or Assistant Dean.

**Motion:** Accept the Request for a Different Assignment Policy.

**Motion:** Dr. M. Kelly                      **Seconded:** Dr. T. Hawes  
**Motion Passed (all in favor, none opposed, none abstained)**

- ii) **MD Student Physical Examination Conduct Policy** – Dr. Busche explained that the policy is new however, the content has already been approved by UMEC (in the clinical core guidelines). It is important to highlight and house the student physical exams rules within its own policy as it applies to all situations where students are learning or performing physical examinations.

**Motion:** Accept the MD Student Physical Examination Conduct Policy.

**Motion:** Mr. W. Kennedy                      **Seconded:** Dr. K. Fruetel  
**Motion Passed (all in favor, none opposed, none abstained)**

- iii) **Electives Diversification Policy** – Dr. Busche explained that the revision to this policy is with regard to an update (adding Appendix A-AFMC UGME Committee-National Electives). Dr. Busche commented that this policy states that students pursue electives in two disciplines or more (the current local policy) and adds the recently signed national agreement to limit students to no more than eight weeks of electives in any CaRMS discipline; this has been ratified by all medical schools across Canada.

**Motion:** Accept the Electives Diversification Policy.

**Motion:** Dr. K. Fruetel                      **Seconded:** Dr. E. Burgess  
**Motion Passed (all in favor, none opposed, none abstained)**

- iv) **Exam Review Policy** – Dr. Busche explained that currently we allow students to review their exams for learning purposes. The revision to the Policy is that students who are **overall** satisfactory would not be allowed to review their final exams, this is due to exam security and the resource requirements of arranging for exam reviews for large numbers of students.

**Motion:** Accept the Exam Review Policy.

**Motion:** Dr. H. Baxter                      **Seconded:** Dr. E. Burgess  
**Motion Passed (all in favor, none opposed, none abstained)**

- v) **Leave of Absence Policy** – Dr. Busche explained that the U of C has restructured the timelines during which students who go on a leave of absence can be forgiven their tuition. The revision to the policy is the addition of the table regarding tuition on page 3 of the policy. Dr. Busche asked Ms. S. Leskosky to annually update the pertinent dates in the Medical Student Calendar on the U of C Website. Dr. Busche also reported that the UME will ensure to have SARC meetings dates at appropriate times to ensure that students have time to withdraw if needed. Dr. E. Burgess commented that there is a fund of money to allocate less than \$10,000 to students who are financially disabled. Ms. Chadbolt confirmed that there is a student emergency fund if there are extenuating circumstances and will communicate this to students, during her one-on-one meetings, if necessary.

**Motion:** Accept the Leave of Absence Policy

**Motion:** Dr. E. Burgess                      **Seconded:** Dr. H. Baxter  
**Motion Passed (all in favor, none opposed, none abstained)**

## **6. Standing Items:**

- a) **Preclerkship Committee:** Dr. Busche reported that Dr. Peter Lewkonja is stepping down as Course Chair in Course II. He explained that finding a replacement may be a challenge. Mr. M. Paget suggested that the committee make a mandate for a generalist to be a course chair. There was a great deal of favorable discussion with regard to this suggestion.

**Motion:** UME supports a generalist chair within any UME courses.

**Motion:** Dr. M. Kelly                      **Seconded:** Dr. K. Fruetel  
**Motion Passed (all in favor, none opposed, none abstained)**

- b) **Clerkship Committee:** Dr. Busche reported that the last Clerkship meeting was cancelled. New Clerkship meetings will begin in the Fall.

- c) **Student Evaluation Committee:** Dr. Busche reported that SEC will have a new chair in the Fall.

**Meeting adjourned at 3:35 p.m.**

**Next Meeting: September 20, 2019 in Room G750 from 1:00 p.m. – 3:00 p.m.**